

**LAFAYETTE MANOR COMMITTEE MEETING**

**Tuesday, December 20, 2016**

**Meeting Time: 5:30 PM**

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**Attending Committee Members & Manor Staff**

Larry Ludlum, Chairman  
Gerald Heimann  
Tony Ruesga - Excused  
John Perkins  
Kenny Taylor

Julie Chikowski, ADM  
Peggy Rolli, A. ADM  
Jill Boelk, HRC - Excused  
Nicola Maurer, FD  
Jack Sauer – County Board Chairman

**Call to Order -**

The Lafayette Manor Committee Meeting was called to order at 5:30 p.m. by Larry Ludlum, Chair. All Committee members were present.

**Posting -**

Peggy Rolli reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved November 22, 2016 meeting minutes), and submitted to the R.J.

**Minutes -**

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the November 22, 2016 meeting minutes, as written. The motion carried unanimously.

**Approval of Agenda –**

A motion was made by Tony Ruesga, and seconded by John Perkins, to approve the December 20, 2016 agenda. The motion carried unanimously.

**Public Comment -**

There was no comment from the public.

**Lafayette Manor Financial Notes – Presented by Nicola Maurer**

**Revenues**

- YTD Average Daily Census is 55 residents, which is one less than the 2016 budgeted census of 56.
- YTD Gross patient revenues, at \$4.3 million, are behind budget by approx. \$153,000 but are ahead of 2015 by \$42,000.
- Contractual adjustments, at \$782,639, are at budget.
- Contractual adjustment rate for 2015 was 17.6%. For 2016 YTD it is 18.2%.
- This results in YTD Net Patient Revenue of \$3,513,744 which is approx. \$153,000 below budget.
- Other operating revenue, which includes Resident Day Care, is \$15,292 below budget.
- Overall, Total Net Revenues are \$4,061,195 which is \$150,000 behind budget.
- The hospital payment to the manor for rent year to date is \$15,840.

## Expenses

- Overall, YTD Expenses are below budget through November by \$141,350. Patient Services Staff, Patient Service Supplies and Dietary are consistently running below budget. Therapy Services expenses are above budget which is consistent with the increase in Therapy revenues.

## Levy Usage

- YTD, lower than budget expenses mostly offset the shortfall in net revenues resulting in levy usage of \$282,000 which is \$8,427 more than YTD budgeted levy usage or 94% of levy used.
- Levy remaining at November 30 is \$16,885

## Revenue and Expense Analysis:

- Total net revenues for Nov. 2016 are \$353,214, which is below budget by \$23,888.
- Total Expenses for Nov. 2016 are \$381,104, which is below budget by \$20,497.
- Levy usage for the month of November was \$27,890 which is above the monthly budgeted levy usage by \$3,391.

## A/R Aging:

- The total Accounts Receivable as of November 2016 is \$403,220.
- Six month comparison:
  - 5/31/16 \$308,131
  - 6/30/16 \$336,111
  - 7/31/16 \$391,249
  - 8/31/16 \$380,748
  - 9/30/16 \$315,658
  - 10/31/16 \$290,329

*A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the Financial Report as presented. The motion was carried unanimously.*

## Audit of Bills – Presented by Julie Chikowski

Julie Chikowski went over some of the submitted bills.

*A motion was made by Tony Ruesga, and seconded by Gerald Heimann, to approve the Bills as presented. The motion was carried unanimously.*

## Utilization Report –

The following admission and pay source information was submitted for November 30, 2016:

November 30, 2016	
Admission / Discharge Report	
Total Admissions	0
Total Discharges	0
Charges Report	
Pay Source: Medicare Part A	2
Medical Assistance	39
Private Pay	14
Insurance	1
Average Daily Census	55

## **Management Report –**

### ***Auxiliary Report –***

Peggy Rolli reported that the Manor Auxiliary purchased a glider/rocker for the sun room. Prices are being gathered for a therapy piece of equipment. It is a combination e-stim and ultra-sound machine for therapy services. The Auxiliary has been very supportive of the Manor and they meet quarterly.

### ***Marketing Report –***

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

December 2016

Photo's submitted to the local newspaper for the month of August includes:

- Tree Decorating
- Resident Christmas Party
- Bingo with the Darlington National Honor Society
- Jason King sang Christmas songs
- New Year's Eve party will go in 1<sup>st</sup> week of January

Carrie Jones has been chosen for the next article in the MHLC newsletter. Carrie works as a CNA. She started working at the Manor in the Dietary department as a night cook and switched to the CNA department. She has been employed here since December of 2012.

### ***OT & Staffing – Reported by Jill Boelk***

Overtime Expenses dropped in November, with November OT totaling \$13,489.46. The current staff continues to step up, working additional shifts, to ensure the safety and well-being of our residents, which is greatly appreciated.

### ***Personnel / Payroll Report – Reported by Jill Boelk***

#### **Family / Medical Leaves**

- 1 - ADA Accommodation
- 1 – Intermittent FMLA Leave

#### **STAFFING**

Brooke Malott	PRN/CNA	New Hire: 11/28/2016	Fill-In – CNA - PMs
Renae Abbott	PRN/CNA	Removal from Roster: 12/8/2016	PRN – CAN - Unavailability
Chloe Hinderman	PRN/CNA	New Hire: 12/21/2016	PRN – CNA – PM or NOC – HS Student

#### **Workman's Compensation January 1, 2016 – November 30, 2016**

- 19 – First Report of Injury - No Reportable Time Off

#### **84 Total Employees:**

- 41 Full-Time
- 12 Part-Time
- 31 Fill-In Status

*A motion was made by John Perkins, and seconded by Gerald Heimann, to approve the OT & Staffing as presented. The motion was carried unanimously.*

**Agenda Items for Next Meeting –**

The following agenda items were suggested for the upcoming meeting:

1. No New Items at this time.

**Date of the Next Meeting –**

The next Manor Committee meeting is scheduled for:

**Tuesday, January 31, 2017**

**5:30 PM MEETING**

**LOCATION:**

**Lafayette Manor – 1<sup>st</sup> Floor West Meeting Area**

**Adjournment**

On a motion made by Tony Ruesga, and seconded by John Perkins, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

*Jill Boelk*

Jill Boelk

Human Resource Coordinator

JB/jrb